

**NEW WAVERLY INDEPENDENT SCHOOL DISTRICT**  
**355 FRONT STREET, NEW WAVERLY, TX 77358**  
**(936) 344-6751 (936) 344-2438 FAX**

**REQUEST TO USE SCHOOL FACILITIES**

Facility to be used: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date to be used: \_\_\_\_\_

Time of use: \_\_\_\_\_

Organization using facility: \_\_\_\_\_

Person(s) in charge: \_\_\_\_\_

We/I, the undersigned, do agree to take proper care of the facility, clean up facility after use, maintain order at all times and see that no illegal drugs, alcoholic beverages or tobacco products are allowed on premises.

We/I further understand that the New Waverly Independent School District assumes no liability for personal injury or any damage to anyone's personal property. You, the person accepting responsibility, are responsible for obtaining the proper releases from participants or for providing proper liability insurance coverage.

***ALL SCHOOL PROPERTIES ARE DRUG-FREE, ALCOHOL-FREE, TOBACCO-FREE ZONES.***

\_\_\_\_\_  
Signature, address and telephone number of person accepting responsibility.

Fee of \_\_\_\_\_  
\_\_\_\_\_ will be required.

PERMISSION HAS BEEN GRANTED FOR USE OF THE ABOVE FACILITY ON DATES LISTED.

\_\_\_\_\_  
Principal of campus on which facility is located. Date

\_\_\_\_\_  
Dr. Darol Hail, Superintendent Date

(School Board Policy is attached for your review.)

"An Equal Opportunity Employer"



COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

SCOPE OF USE	<p>The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.</p> <p>Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.</p> <p><b>Note:</b> See the following policies for other information regarding facilities use:</p> <ul style="list-style-type: none"><li>• Use by employee professional organizations: DGA</li><li>• Use of facilities for school-sponsored and school-related activities: FM</li><li>• Use by <i>noncurriculum-related</i> student groups: FNAB</li><li>• Use by District-affiliated school-support organizations: GE</li></ul>
NONPROFIT FUND-RAISING	<p>The District shall not permit nonprofit organizations not affiliated with the District to conduct fund-raising events on District property.</p>
FOR-PROFIT USE	<p>The District shall not permit individuals or for-profit organizations to use its facilities for financial gain.</p>
SCHEDULING	<p>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</p> <p>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</p>
APPROVAL OF USE	<p>The Superintendent is authorized to approve use of any District facility.</p>
EMERGENCY USE	<p>In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.</p>
USE AGREEMENT	<p>Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.</p>
FEES FOR USE	<p>Nonschool users shall be charged a fee for the use of designated facilities.</p>

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The Superintendent shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

EXCEPTIONS

Fees shall not be charged when school buildings are used for public meetings sponsored by state or local governmental agencies.

Fees shall not be charged for use by District employee professional organizations. [See DGA]

REQUIRED CONDUCT

Persons or groups using school facilities shall:

1. Conduct business in an orderly manner.
2. *Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]*
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.